

15 DEC 1987

OTE 87-4021

MEMORANDUM FOR: Director, Office of Current Production and  
Analytical Support

FROM: [redacted]  
Director of Training and Education

SUBJECT: Commendation [redacted]

1. This is to commend [redacted] of the Editorial Services Branch in the Office of Current Production and Analytical Support, for the outstanding performance she turned in during a rotational assignment to the Office of Training and Education from July through November 1987. [redacted] also known to you as [redacted] showed us how good a CPAS editor can be. You have every right to be proud of her.

2. [redacted] assisted in the production of Studies in Intelligence when the editor of that journal had to be away for extended periods because of a family medical emergency. She was thoroughly involved in this year's major Studies achievement, the Summer 1987 edition commemorating the Bicentennial of the United States Constitution. She did much of the editorial "heavy lifting" for the Fall 1987 edition, helped manage the 2-3 October Studies Editorial Board conference, and started work on drafts for the Winter 1987 edition. In addition, she edited ad hoc OTE papers and contributed to other activities of the Center for the Study of Intelligence.

3. As you know, Studies in Intelligence is a complex enterprise requiring the support of many Agency components and hard work from officers at all levels. [redacted] applied her editorial expertise and production experience to the task with fine effect. In her interaction with managers, printers, authors, cartographers, and text transcribers, she was a model of efficiency and tact. [redacted] also deserves to be known as "Miss Editorial Services."



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